

Shared Parental Leave

A guide

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Shared parental leave – a guide

1. Our commitment

By having modern, flexible working practices in place we can help meet the needs of our diverse workforce by enabling them to combine their work and family responsibilities.

As a family friendly employer, we have a range of policies in place to help our employees balance their work and home life, such as generous maternity and adoption leave and pay provisions, time off to care for dependents and shared parental leave and pay. For ease, we use the following key terms and abbreviations in this guide:

Mother – the woman who gives birth to a child, or the adopter (the adopter means the person who is eligible for adoption leave and/or pay. They can be male or female).

Partner – the child's biological father or the partner of the mother/adopter. This can be the spouse, civil partner or a partner who is living in an enduring relationship with the mother of the child.

Continuous leave – a period of leave that is taken in one block e.g. four weeks leave.

Curtail – where an eligible mother brings their maternity/adoption leave and if appropriate pay or allowance entitlement to an end early.

Expected Week of Childbirth (EWC) - this is the week in which the child is expected to be born.

Matching date - the date the adopter is told that they have been matched with a child for adoption.

Placement date - the date the child starts living with the adopter permanently.

SSPP – statutory shared parental pay. **ESPP** -

enhanced shared parental pay. **SMP** – statutory

maternity pay.

SPLIT day – Shared Parental Leave in Touch Day.

2. What is Shared Parental Leave (SPL)

Shared parental leave (SPL) enables eligible parents to choose how to share the care of their child during the first year of the child’s birth or placement for adoption. Eligible mothers or adopters can end their maternity or adoption leave and/or pay early and share the remaining leave and pay with their partner.

The intended parents in a surrogacy arrangement may also be eligible for SPL.

3. What can be shared?

The mother must take the first two weeks following the child’s birth/placement for adoption as maternity/adoption leave. This means that up to a maximum of 50 weeks leave and 37 weeks pay can be shared as follows:

Leave	Pay
Up to 50 weeks	4 weeks @ 90% full pay
	33 weeks @ 50% full pay + SSPP
	13 weeks – unpaid leave

In practice, it is likely that the maternity/adoption leave will have already started before the child is born/placed. This means that there would be less pay and leave remaining to be shared between the mother and their partner.

4. How could SPL be shared?

The mother could choose to curtail her maternity leave to allow her partner to take SPL while they continue on their reduced maternity/adoption leave. This is illustrated on page 3 (example 1). The mother could also choose to curtail their leave and return to work, enabling their partner to use the remaining leave as SPL (see example 2 on page 6).

Example 1 – mother (our employee), partner (other organisation)

Kim, a Gallery Assistant in Glasgow Life, and her partner, John, who works in a call centre, want to opt into the SPL scheme. John’s employer pays statutory pay for both paternity leave and SPL.

Kim chooses to curtail her maternity leave by 3 weeks so that John can take 3 weeks’ SPL after his paternity leave, which he is taking immediately following the birth of their child.

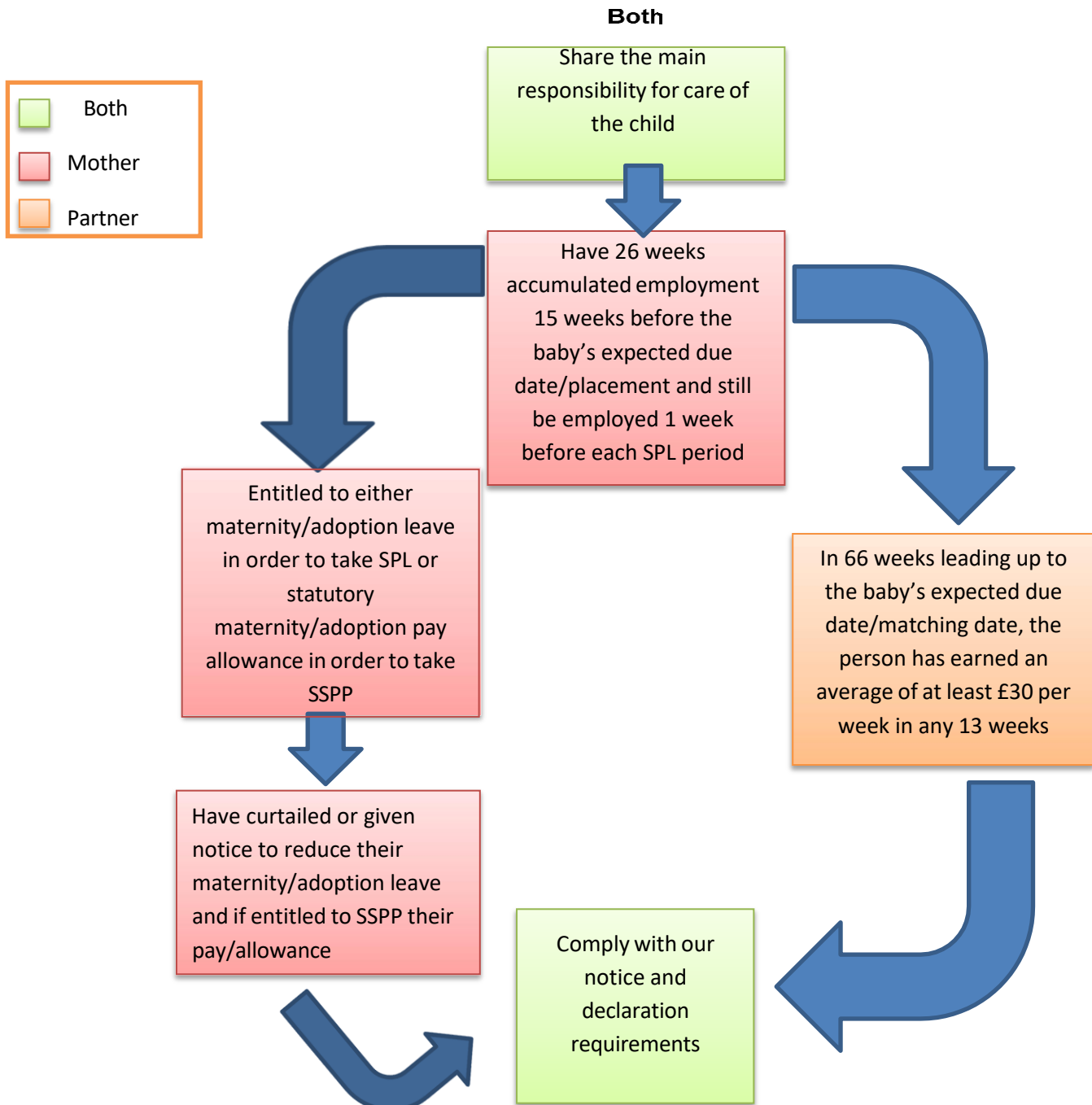
In this example, only John takes SPL because Kim decides to stay on maternity leave and reduce it by 3 weeks.

What this means for both Kim and John is shown below:

Kim		John	
Leave	Pay	Leave	Pay
Starts 4 weeks maternity leave	4 weeks @ 90% of full pay	At work	
Child born			
Compulsory maternity leave	2 weeks @ 90% of full pay	2 weeks paternity leave	Statutory paternity pay
Maternity leave continues	3 weeks @ 50% of full pay + SMP.	3 weeks SPL	Statutory shared parental pay
12 weeks paid leave used at this stage			
40 weeks maternity leave entitlement remaining	27 weeks @ 50% of full pay + SMP. 13 weeks unpaid.	John returns to work.	
Kim returns to work.			

5. Am I eligible?

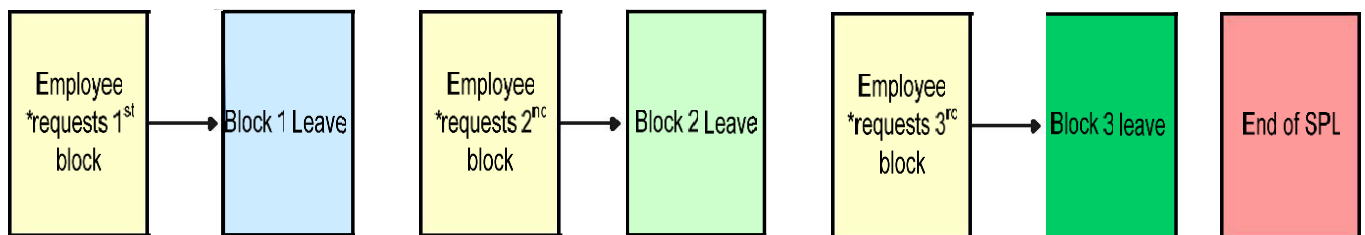
There are certain eligibility requirements to qualify for SPL that the mother and partner both individually and together must meet, as outlined below. The example relates to a mother and partner looking to take SPL.



Blocks of leave

Eligible employees can request up to 3 separate blocks of SPL. The minimum period of leave in one block must be one week. Employees must give their line manager at least 8 weeks notice before they can take any period of SPL.

Employees should discuss their intentions for leave with their manager at each stage. The process is summarised below:



**** 8 weeks notice required***

Eligible employees can stop and start their SPL and return to work between periods of leave. The leave can be taken separately or at the same time.

This is illustrated in example 2 on Page 6, where the mother curtails their leave and returns to work, enabling their partner to use the remaining leave as SPL.

Example 2 – partner (our employee), mother (other organisation)

Greg, a Glasgow Life Assistant in Sports operation, and his partner Magda, who works as an estate agent, want to opt into the SPL scheme.

Magda’s employer pays 90% of full pay for the first 26 weeks of maternity leave, followed by 13 weeks SMP. Magda intends to return to work after 26 weeks maternity leave.

Greg notifies us that he wants to take 2 weeks’ SPL immediately after his paternity leave, which he intends to take as soon as their child is born.

He also gives us a second notice that he wishes to take a further period of 6 weeks SPL once his partner has returned to work to help with childcare arrangements.

What this means for both Greg and Magda is shown below:

Greg		Magda	
Leave	Pay	Leave	Pay
At work		Starts maternity leave	4 weeks @ 90% full pay
Child born			
2 weeks paternity Leave	Full pay	Compulsory maternity leave	2 weeks @ 90% full pay
2 weeks SPL	50% of full pay + SSPP	Maternity leave continues	20 weeks @ 90%full pay
Returns to work			
28 weeks paid leave used		at this stage 6 weeks	
SPL 50% of full pay + Returns to work SSPP			
Returns to work			

The couple have the option to opt in to SPL again as there is still 18 weeks of the leave period remaining that could be shared. The first 5 of these weeks would be eligible to be paid.

6. How do I request SPL?

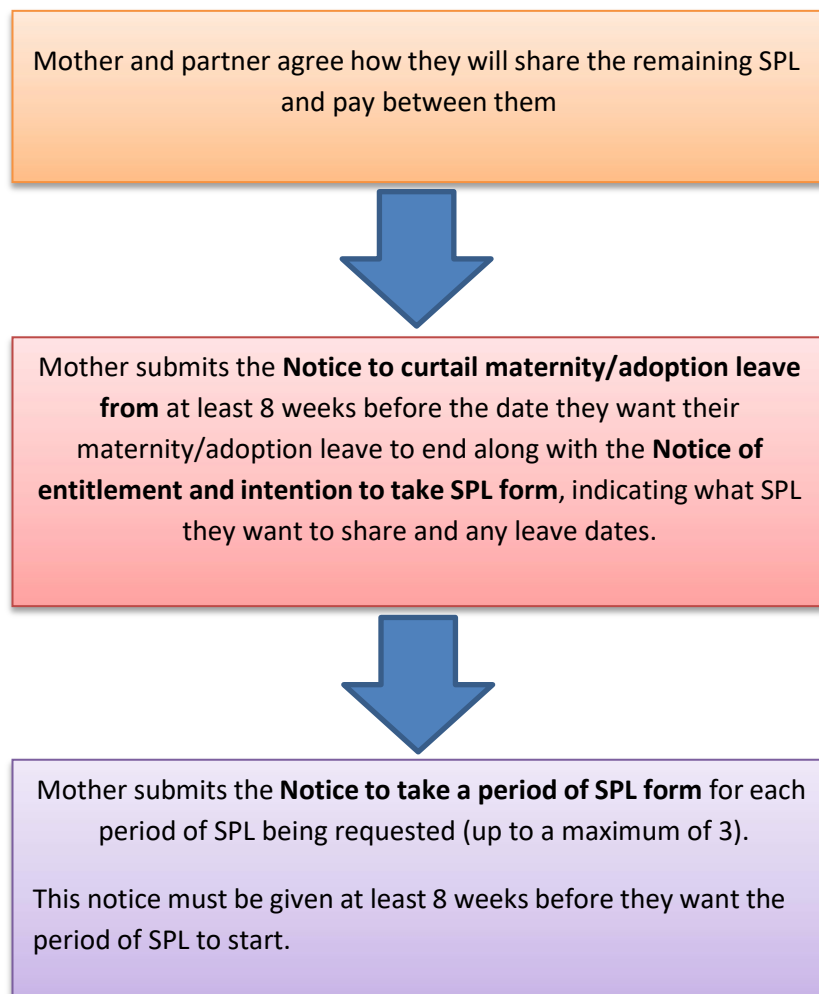
Mothers wishing to opt in to SPL should complete and submit:

the [notice to curtail maternity/adoption leave form](#) to their manager at least 8 weeks before the date they want their maternity/adoption leave to end; along with the [notice of entitlement and intention to take SPL form](#), indicating what SPL they want to share and any leave dates.

The mother must then submit the [notice to take a period of SPL form](#) at least 8 weeks before the start of the period of leave they wish to request.

The process for mothers is summarised below.

Process – mothers

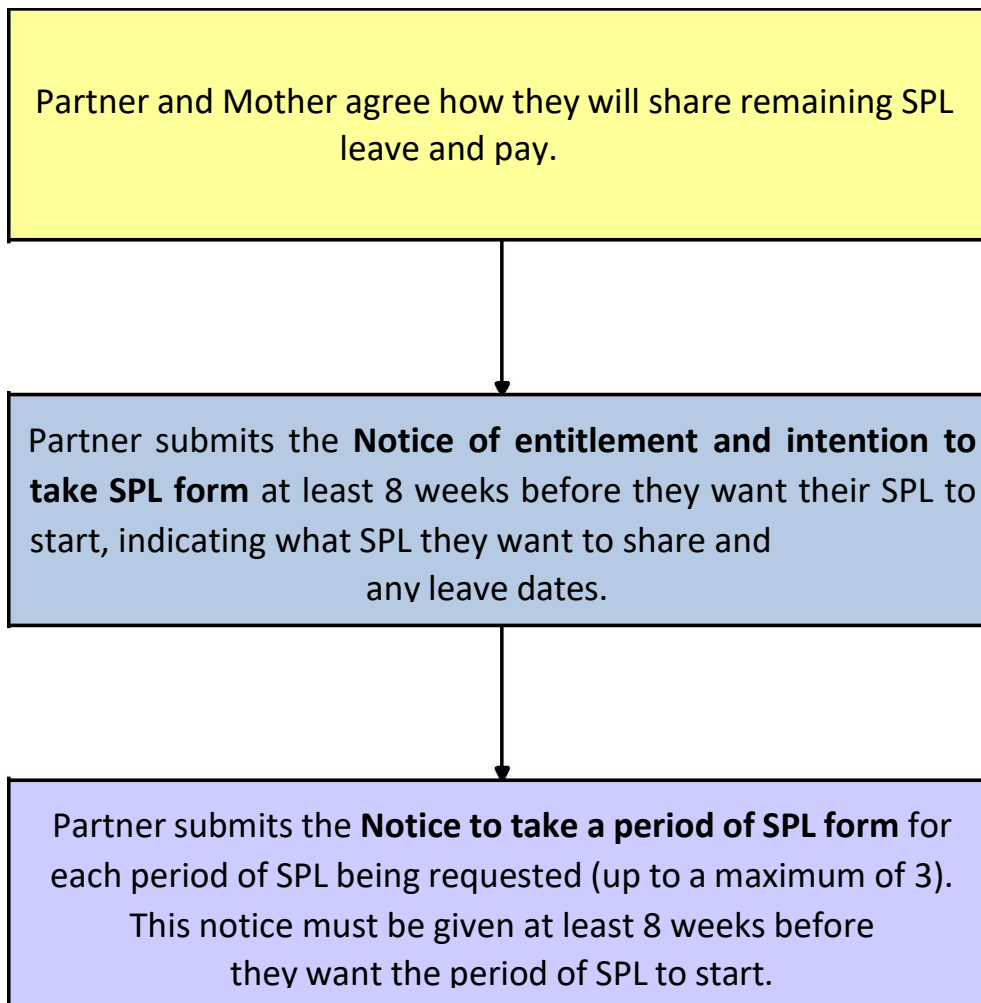


Partners wishing to opt in to SPL should submit the [notice of entitlement and intention to take SPL form](#) to their manager at least 8 weeks before they want the first period of SPL to start, indicating what SPL they want to share and any leave dates.

They must then submit the [notice to take a period of SPL form](#) at least 8 weeks before the start of the period of leave they wish to request.

The process for partners is summarised below.

Process – partners



Evidence of eligibility

SPL and pay is granted based on the information and declarations employees and their partners provide. We reserve the right to contact partners' employers to clarify any of this information.

Responding to requests for SPL

Once the request has been received, a response will be provided within 14 days.

7. Considerations during SPL

Contact

Reasonable contact will be made with the employee during SPL. This may be to discuss their plans for their return to work or any special arrangements or training required.

SPLIT days

The employee may be offered the chance to work up to 20 SPLIT days (pro-rata for part-time employees) before they fully return to work, as agreed with their manager. SPLIT days are optional and can ease the employee's return to work, keeping them up-to-date with what's happening in their team and Service. The employee will receive time off in lieu, or payment, for each SPLIT day.

Cancelling or varying booked SPL

Situations may arise where an employee may need to vary or cancel a period of booked leave. An employee should give 8 weeks written notice of this using the [notice to cancel or vary a period of SPL form](#), making clear what change they are seeking. A notice to vary booked SPL will count towards the maximum of 3 periods of leave notices that an employee is able to submit.

Change in circumstances

Employees who have booked SPL are required to tell us of any change in circumstances which means that they no longer have responsibility for caring for a child as their entitlement to both SPL and SSPP will end.

Where a child sadly dies within the first year, the employee will still be entitled to take SPL if they had already opted in. An employee who is absent on SPL may cancel agreed SPL and return or vary the end date of the period of SPL by giving 8 weeks' notice of their return.

Fraudulent claims

Where we believe that a claim may be fraudulent, this will be investigated in line with our disciplinary procedures.

Terms and conditions during SPL

All other terms and conditions as referred to in our [maternity/adoption leave](#) provisions apply during a period of SPL.

8. Further guidance

Further information is available:

In our [Frequently Asked Questions factsheet](#);

from the relevant Service HR team;

at www.gov.uk; and at

www.acas.org.uk.